

Approved For Release 2000/08/21 : CIA-RDP57-00042A000200040037-4

Approved For Release 2000/08/21 : CIA-RDP57-00042A000200040037-4

1 FEBRUARY 1954

25X1A9a

SUPPORTS AND CORRESPONDENCE MANAGEMENT FRAME

25X1A9a

25X1A9a

25X1A9a

25X1A9a

FORMS MANAGEMENT TRAINING

REPORTS AND CORRESPONDENCE MANAGEMENT TRAINING

220XDS SISTERS HOUSE

HOODS DISPOSITION BRANCH

RECORDS CENTER BRANCH

- Plans, develops, and directs Records Center operations to meet the needs of operating offices and the Agency Records Management Program.
- Provides for the transfer of Agency records from operating offices to the Center.
- Stores and protects the Agency's noncurrent records and provides reference service thereon.
- Physically disposes of those records in custody of the Center authorized for destruction.
- Preserves records worthy of permanent or long-term retention.